

Licensure Requirements



In order to be licensed you must:

- ✿ Complete the enclosed Criminal History Background Check forms and return it along with fingerprints (can be obtained at any local sheriff's office) to your certifier. Results may take up to 2 months, and we have to receive your fitness determination prior to certification.
- ✿ Schedule a Fire Inspection by the fire department and a Health and Safety Inspection with your certifier. Both the fire department and Dungarvin must visit your home and assure that it is a safe environment to place children in. We will make any necessary recommendations which will then be your responsibility to follow up on, and complete prior to certification.
- ✿ Complete the Home Study Assessment, Application, Floor Plan, Financial Statement, and References and submit them to your certifier. Also, you must schedule an appointment with your Primary Care Physician and have them complete the Physician's Report.
- ✿ Schedule and attend the necessary training courses. You must take CPR/First Aid, Medication Administration, Behavior Management, OSHA, Therap (our online documentation system) and HIPAA in addition to your foster parent training.

This process can take up to 3 months to complete, depending on your availability for trainings, the timeframe for receiving approval of your background check, how quickly we receive your documentation and references, and the number of homes we are certifying at the same time. Please understand that this process is designed to be thorough, as we are looking for the best possible placement options for the children in our services. Completion on the process does not guarantee certification. This is granted by the Ohio Department of Job and Family Services (ODJFS).

